



## NORTH CAROLINA AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



<b>POSITION AND DUTY MOS:</b> Recruiter (Temporary) <b>AFSC:</b> 8R000 <b>PSN #:</b> TBD (3 positions) <b>Start Date:</b> TBD	<b>RANK/GRADE:</b>  NTE TSgt/E-6	<input type="checkbox"/> NATIONWIDE <input checked="" type="checkbox"/> NCANG MEMBERS ONLY <input type="checkbox"/> ON BOARD AGR ONLY	<b>ANNOUNCEMENT #:</b>  <b>ANG-AGR 2017-16</b>
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**UNIT, LOCATION, POC:**

145 FSS, Charlotte, NC

**DUTY LOCATION:** 145 FSS, Charlotte, NC and 263 CBCS, Badin, NC**POC:** SMSgt Melissa Smith [Melissa.k.smith95.mil@mail.mil](mailto:Melissa.k.smith95.mil@mail.mil)**704.391.4308 DSN: 231.4308****OPENS: 21 July 2017 CLOSES: 21 August 2017**

This position is not a career AGR position and AGR status will be terminated at the end of the tour.

PCS move is not authorized for this position. Selectee will be required to attend the first available ANG Recruiter Course.

Any applicant that would obtain AD sanctuary during this tour would have to waive their rights to sanctuary protection before being accepted for the position.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Initiate and follow-up on all contacts with prospective applicants to discuss opportunities in the ANG. Assist the RRM in the planning and organizing of recruiting activities. Assist the RRM in developing an annual strategic plan to include goals and objectives, R&R activities, financial planning and advertising and marketing initiatives. Assist the RRM and Unit Career Advisors (UCAs) with administration of unit/squadron level Career Motivation Program (CMP). Maintain locally established recruiting production standards to meet enlisted and officer state/wing/GSU strength requirements. Utilize the Air Force Recruiting Information Support System Total Force (AFRISS-TF) to its fullest capabilities. Utilize the R&R Administration Center to its fullest capabilities. Develop and maintain contacts with representatives of civilian organizations, high schools, active duty, and reserve components. Coordinate enlistment activities with appropriate personnel (such as Public Affairs, Visual Information, and Force Support Squadron personnel). Report unfavorable publicity or conditions that might result in unfavorable public reaction to the appropriate officials. Coordinate with responsible sections to ensure prospects are properly scheduled for ASVAB, physical examinations, and all enlistment actions. Develop school programs to include presentations to members of educational institutions. Coordinate formal presentations to community influencers and other organizations as requested. Provide recruiting assistance to ANG personnel engaged in recruiting activities who may be in direct contact with the public and news media representatives (i.e., air shows, career fairs, presentations). Conduct Center of Influence (COI) events. Assist the RRM in assigned duties as directed by the Recruiting and Retention Superintendent (RRS). Will not perform additional duties IAW ANGI 36-101.

**QUALIFICATIONS:** Must be knowledgeable of the organization, mission, and operations of the ANG. Comply with military duty eligibility requirements IAW 36-101 and AFECD. Must be a Senior Airman (E-4) through Technical Sergeant (E-6). Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions. Must be willing to work long and irregular hours, be subject to public scrutiny, and become involved in civic and military activities that support the local community. Individual must demonstrate a positive attitude and be enthusiastic about performing ANG R&R duties. Must possess clear and effective oral and written communication skills with a working knowledge in current computer software applications. Completion of USAF/ANG/AFRES Basic Recruiting Course is mandatory. Prior qualification at the 5-skill level (3-skill level if no 5-skill level exists) in any AFSC is mandatory for entry into this Special Duty Identifier. Must attain/maintain training standard and task certifications according to specific duty position Job Qualifications Standards (JQS).

**ADDITIONAL MANDATORY CRITERIA FOR AWARD AND RETENTION OF THIS SDI:** No history of emotional instability, personality disorder, or other unresolved mental health problems. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse. Must possess a valid state driver's license to operate government motor vehicles (GMV) IAW AFI 24-301, Vehicle Operations. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct or engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, Professional and Unprofessional Relationships, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.

**NOTE: Military Grade Inversion:** The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

**MILITARY ASSIGNMENT:** This is a fenced position. Assignment in an Enlisted position, 145<sup>th</sup> Force Support Squadron, NCANG, AFSC: 8R000, and appropriate military UMD grade, with duty location in Charlotte and New London, NC. Applicant must be within USAF weight standards. Must participate with unit during Unit Training Assemblies and Annual Training.

**Member must remain in the position to which initially assigned for a minimum of 24 months.**

**EVALUATION FACTORS USED:** Review of individual applications, record review rip sheet, and personal interview.

**Application Packages must include the following:**

**(1) NGB Form 34-1 (dated 11 Nov 2013)**

(2) A copy of your current (last 12 months) "passing" Physical Training Assessment Sheet. Must have a passing PT Assessment before starting tour.

(3) vMPF RIP. Must be no more than 60 days old. Data Verification Brief (DVB) briefs or RIPs generated directly from MILPDS will not be accepted. All information to qualify you for an AGR Tour must be present within your RIP. If there is a system limitation causing your record to be incorrect, you must include the official supporting source document with your package. Pen/ink corrections on RIP could disqualify package

(4) ASVAB Scores and PULHES: AF Form 422 (Obtain from 145 MDG). Must comply with ASVAB and PULHES criteria as listed in AFECDD.

Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, *Medical Examination and Standards*. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status.

Individuals on a DD Form 469, *Duty Limiting Condition Report* at the time of AGR physical package evaluation will not be deemed medically qualified. Individuals may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour. An initial AGR order will not be published prior to ensuring the selected applicant is off any duty limitations before starting their AGR tour.

Airmen determined physically qualified for continued military service IAW AFI 48-123, *Medical Examinations and Standards*, by the State Air Surgeon (or designated representative) or Military Entrance Processing Station (MEPS) may enter on AGR duty immediately.

(5) Dental Classification: 1 or 2 (Obtain current SF 603A from 145 MDG)

(6) Must have adjudicated Security Clearance before starting tour.

**(7) Submit as one attachment.**

**PLEASE READ DISCLAIMER:** Do not submit other documents unless specifically asked for in the announcement. You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. HRO is not responsible for incomplete packets. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents

**EMAIL APPLICATIONS TO:** [usaf.nc.145-msg.mbx.full-time-job-applications@mail.mil](mailto:usaf.nc.145-msg.mbx.full-time-job-applications@mail.mil). Applications must be received not later than 1600 hours (EST) on the closing date of the announcement. Applications received after the closing date/time will not be accepted. Applications must not be mailed using government-supplied envelopes or postage.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation.